



ADJUSTMENT PLAT INITIAL SUBMITTAL CHECKLIST E-1

Development Services

Engineering Department

1635 Faraday Avenue

760-602-2750

www.carlsbadca.gov

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

Drawing No. _____ Project Engineer _____

- Fee schedules and forms are located on the engineering page of the City of Carlsbad web site at www.carlsbadca.gov/engineering/index.html. Submittals may be rejected if the submittal package is incomplete or current forms are not used.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer or surveyor of work listing all items being submitted
- _____ 3. Completed city Engineering Planchek Application form signed by all affected property owners and signed, as necessary, by applicant and engineer or surveyor of work
- _____ 4. Original and three copies of a letter from owner(s) or applicant to city engineer requesting lot line adjustment and explaining reason for said request
- _____ 5. Five sets of Plats on standard 8 1/2" X 11" sheets
- _____ 6. Five sets of Legal Descriptions typewritten in metes and bounds format on 8 1/2" X 11" sheets separate for each newly adjusted lot or parcel
- _____ 7. Two sets of Traverse Calculations
- _____ 8. Two sets of Preliminary Title Report (issued within six months of application) for each lot or parcel being adjusted
- _____ 9. Two sets of Vesting/Grant Deeds for each lot or parcel
- _____ 10. Original and one copy of acknowledgement letter from lender for each lot or parcel
- _____ 11. Two copies of legal document(s) establishing signature authorization if property owners are other than individuals
- _____ 12. Planchek fee

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



ADJUSTMENT PLAT RESUBMITTAL CHECKLIST E-1

Development Services

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Project ID _____ Drawing No. _____ Project Name _____

Plancher _____ Project Engineer _____

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from engineer or surveyor of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter and review checklist
- _____ 4. All previous checkprints of Plat, Legal Descriptions, Traverse Calculations, and other documents
- _____ 5. _____ sets of corrected Plat (Distribution: one file, _____ planner, _____ Planning, _____ Building)
- _____ 6. _____ copies of corrected Legal Descriptions for each newly adjusted lot or parcel (Distribution: one file, _____ planner, _____ Planning, _____ Building)
- _____ 7. Two sets of corrected Traverse Calculations
- _____ 8. Two sets of updated Preliminary Title Report issued within 30 days of resubmittal
- _____ 9. Departmental comments: _____ Planning, _____ Building, _____ other - specify (Distribution: to indicated departments)
- _____ 10. **OTHER:** _____

PLANCHER USE ONLY

Plancher No. _____

PCE Initials _____

Date _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____



ADJUSTMENT PLAT MYLAR SUBMITTAL CHECKLIST E-1

Development Services

Engineering Department

1635 Faraday Avenue

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Drawing No. _____ Project Name _____

Plancher _____ Project Engineer _____

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from engineer or surveyor of work listing all items being submitted
- _____ 3. Copy of previous city transmittal letter and review checklist
- _____ 4. All previous checkprints of Plat, Legal Descriptions, Traverse Calculations, and other documents
- _____ 5. Original 8 1/2" x 11" ink on mylar or photomylar of corrected Plat with original signature and seal of engineer or surveyor of work and with original signature(s) of owner(s) and applicant(s)
- _____ 6. _____ copies of corrected Plat (Distribution: one file, one planchecker, _____ other – specify _____)
- _____ 7. _____ sets of corrected Legal Descriptions for each newly adjusted lot or parcel wet signed and sealed by engineer or surveyor of work (Distribution: one file, two planchecker, _____ other - specify)
- _____ 8. Two sets of corrected Traverse Calculations signed and sealed by engineer or surveyor of work
- _____ 9. Two sets of updated Preliminary Title Report issued within 30 days of resubmittal
- _____ 10. Departmental approvals: _____ Planning, _____ Building, _____ other - specify (Distribution: planchecker)
- _____ 11. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____